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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Request for Changes in T/O

DATE: 4 January 1951

1. Reference my memorandum dated 15 December 1950 and Administrative Services Division T/O approved 21 December 1950. Confirming several conversations with [ ] of your office, this is to request the following revisions in the T/O for this Division:

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## OFFICE OF THE CHIEF

Add: One Clerk Stenographer GS-4 ✓

+ 1

The request for an additional slot here is actually to reflect in the T/O what has physically been in existence for the past several months. An additional employee has been found necessary to assist in receipt and handling of mail, preparation of correspondence and reports, typing, filing and numerous clerical duties. The person presently detailed is a typist, however, it is felt that an individual capable of taking shorthand would be more valuable and would eliminate the necessity of having various letters, reports, procedures and other documents prepared in longhand rather than dictating them.

## TRANSPORTATION BRANCH

Delete the Covert Travel and Overt Travel Sections, and substitute in lieu thereof, the "Travel Section", to include the following positions:

|                                     |        |
|-------------------------------------|--------|
| [ ] Transportation Officer (Covert) | GS-9 ✓ |
| Transportation Assistant (Covert)   | GS-7 ✓ |
| Transportation Clerk (Covert)       | GS-6 ✓ |
| Transportation Clerk (Overt)        | GS-5 ✓ |
| Transportation Clerk (Covert)       | GS-5 ✓ |
| Clerk Stenographer                  | GS-4   |
| Clerk                               | GS-4   |
| Clerk (Typing)                      | GS-4   |

+ 1

Since my previous memorandum, we have found that the [ ] additional GS-4 clerk indicated above will be required for the purpose of

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visas, passports, etc., in addition to general clerical duties in the Travel Section. Previously, an individual assigned to the Employees Division, SSS, assisted the Transportation people in accomplishing these duties.

MOTOR POOL SECTION

Add: ☐ Chauffeurs CPC-4  
Delete: ☐ Chauffeurs CPC-3

*no T/O increase*

These additional CPC-4 Chauffeurs are requested due to the recent new assignments of chauffeurs to the additional Assistant Directors and the one additional shuttle run to ☐

Add: ☐ Truck Drivers (Trailer Type)

UG-11

These are requested due to the increased demands for trucking services and number of trips required for hauling of cargo to the Ports.

☐ Heavy Truck Drivers (To be detailed to the Reproduction Branch for making pickups and deliveries of reproduction jobs between the plant to be located at ☐ and the offices in this area.)

UG-9

BUILDING MAINTENANCE AND UTILITIES BRANCH

TELEPHONE SECTION

Add: ☐ Telephone Operators GS-3

Required to eliminate present difficulties in providing prompt and efficient telephone switchboard service caused by the greatly increased amount of telephone traffic due to agency expansion and the present emergency situation.

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GENERAL SERVICES BRANCH

GRAPHICS SECTION

We are awaiting a report of the results of the survey made by the Management Analysis Division regarding this section. However, it is noted that, in addition to the GS-12 position included in our proposed T/O submitted 17 November 1950, one of the GS-7 Illustrator positions which formerly existed in the ORE Graphics Section T/O and against which an appointment action is now pending, has also been omitted in the T/O approved 21 December 1950.

RECORDS MANAGEMENT AND DISTRIBUTION SECTION

Delete the Vital Documents Unit in its entirety and add the following position to the Office of the Chief, Records Management and Distribution Section:

Add: ☐ *Intelligence Officer* (Vit. Doc.) GS-12

MAIL AND COURIER UNIT

Add: ☐ Couriers (To be detailed GS-5  
to the Reproduction Branch for  
making pickups and deliveries of  
reproduction jobs between the  
plant to be located at ☐  
and the offices in this area.)

☐ Courier (Required for pickup GS-4  
and delivery service from and to  
the various buildings occupied  
by the Training Division, in-  
cluding pickup and return of  
training films on a short loan  
basis.)

2. A request for an increase in the number of positions in the Reproduction Branch will be made at a later date after the study of changes in publications to be prepared and distributed by CIA is complete.

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W. L. PERL

Jan. 51

*Change GS-4  
man on T/O  
10-2-4*

*Concurred in by  
Classification & Wage Board  
1/8/51*